



## Legislation Text

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File #: 22-0947, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Option Year One to Contract 19-084, Skype/Teams Conference Room Technology Design, Installation & Support, to AVI-SPL LLC for an amount not to exceed \$200,000

**DEPARTMENT:** Information Technology

**SUBMITTED BY:** Jackie Nguyen, Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

On July 16, 2019, the City Council awarded RFP 19-084, Skype/Teams Conference Room Technology Design, Installation & Support, to AVI-SPL LLC. The contract was for a three-year term starting on July 22, 2019 with two, one-year options to extend. The purpose of this contract is to implement standardized teleconference rooms at the various municipal buildings.

#### **DISCUSSION:**

During the original term of the contract, and prior to the pandemic, AVI-SPL designed and installed one room each at the Water Service Center and the Public Works Service Center. As employees returned to the office, many now utilizing laptops, it was apparent that a Teams teleconference room was no longer necessary.

Staff worked with AVI-SPL to design a new teleconference platform and implemented it in the City Manager's and the Finance Conference Rooms as a proof of concept. The new design is one-third the cost of the original room concept. This design will now be installed in the Electric Service Center, Springbrook, Police Department and Human Resources.

Based upon the vendor's performance, Information Technology would like to extend the contract for the first option year. AVI-SPL has agreed to maintain the rates and terms provided for under the initial term of the contract.

The date of the contract will be July 22, 2022 through July 21, 2023 with one additional option year remaining.

#### **FISCAL IMPACT:**

CIP #: CE160- Conference Room Upgrades

Costs to upgrade the Conference rooms are expensed to the technology account listed below as part of CE160. A total of \$100,000 was authorized for this project in 2022, of which \$31,482 has been expended. The remaining balance of \$68,518 is available for this project for FY2022. Staff will budget costs related to work required for 2023 during the budget cycle.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget</b>
16102200-551504	Capital Projects Fund	\$554,600